



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-42B**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO Sooner than 1 MAY 2012** Aviation Resource Management Superintendent		AFSC: 1C072	OPEN DATE: 7 FEBRUARY 2012	CLOSE DATE: 15 MARCH 2012 (CHANGE)
UNIT OF ACTIVITY/DUTY LOCATION: 176th Operations Support Squadron, JBER, Alaska		GRADE REQUIREMENT: Minimum: E7 Maximum: E8 <i>*E8 Contingent upon availability of controlled grade*</i>		
SELECTING SUPERVISOR: LtCol Mommsen	VACANCY 00887135	PHYSICAL PROFILE: PULHES – 333233		

AREAS OF CONSIDERATION

NATIONWIDE Applications for this announcement will be forwarded for consideration for all Alaska National Guard personnel who
1) Currently hold the advertised AFSC at the advertised skill level and meet the grade requirement listed above **or** 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) **or** 3) Applicants who are eligible to become members of the Alaska Air National Guard, possess the AFSC and meet the grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

****All applicants MUST meet the grade requirement and physical/medical requirements outlined****

MAJOR DUTIES MAY INCLUDE

- Perform and manage aviation and parachutist Host Aviation Resource Management (HARM) and Squadron Aviation Resource Management (SARM) functions related to scheduling, standardization and evaluation, flying and ground training, aviation flight records, parachutist jump records and squadron operations
- Operate and maintain the Aviation Resource Management System (ARMS)
- Interpret public law, plan, organize, and direct aircrew and parachutist resource activities
- Review aviation mission accomplishment reports for accuracy
- Initiate actions to support aviation management policies and procedures, and conduct aircrew and parachutist interviews
- Prepare and process aeronautical and military pay orders and flight authorizations
- Perform aviation and parachutist resource management functions
- Monitor flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs
- Schedule aircrew training and aircraft sorties, and maintain mission information
- Monitor individual flight requirements, unit flying hours, and aviation requirement changes
- Maintain control and accountability for ARMS data
- Control security access to ARMS data interfaces, and advise on matters pertaining to ARMS requirements and modifications
- Inspect and evaluate production and maintenance of aviation flight and parachutist jump records, files, and reports
- Evaluate completed work and group performance
- Ensure functional directives are accurate and complete
- Review aviation resource management procedures and recommends changes
- Review trend analysis
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
 - **APTITUDE REQUIREMENT – Administrative – 41**
 - **STRENGTH APTITUDE - Demonstrated by Weight Lift of 40 lbs**
 - **Ability to speak distinctly**
 - **Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)**
 - **Must have SEI and current Recertification certificate (within 2 years for recertification)**
- SPECIAL REQUIREMENTS: Irregular Schedule & TDYs:** Incumbent will be required to work shifts, holidays, weekends and regularly perform extended duty periods away from home station and temporary duty (TDY) both in-state and out-of-state

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay
- Must have Supervisory experience of multiple personnel
- COMSEC and CHARM experience with multiple MDS (Mission Design Series) aircraft
- CHARM (chief Host Aviation Resource Management) experience is highly preferred or extensive HARM
- Must have incentive pay experience for non-related and conditional flyers. Minimum includes knowledge of Aircrew Incentive Pay, Career Enlisted Force Incentive Pay, and Hazardous Duty Incentive Pay. Experience with Jump Incentive pay is preferred
- Software experience in Patriot Excalibur, Aviation Resource Management System, ORACLE database 11g, and Global decisions Support Systems

****See page 2 for All Required Documents for Considerations****

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received that are not signed will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 4-8 are requested by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume detailing past duties and experience
6. Last 3 Enlisted Performance Reports (if applicable)
7. Letters of Recommendation will be accepted
8. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

****SUBMIT NO STAPLES/NO BINDINGS****

**** Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application****

QUESTIONS:

The HRO Liaison- 176th Force Support Flight, MSgt Kelly Shewfelt, 907-551-7648 (DSN 317-551-7648)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions